



**U.S. Senator Tom Cotton (Arkansas)**  
**IRS Casework Privacy Release Form**

I hereby authorize you or your staff to contact the Internal Revenue Service (IRS) Taxpayer Advocate Service in reference to my inquiry and request information on my behalf. **The IRS Taxpayer Advocate Service is authorized to contact other offices within the IRS, and to furnish you or your staff with copies of any documents or verbally discuss any matters relative to my inquiry.** I am aware that the Privacy Release Act of 1974 prohibits the release of information without my written authorization. I understand this form does not constitute a Power of Attorney.

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Full Name

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Social Security Number

Date of Birth

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Street Address

City

State

Zip

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Email Address

Phone Number

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Tax Year

Type of Tax (income, excise)

Tax Form

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Company Name

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Employer ID Number

Your Relationship to the Business

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**U.S. Senator Tom Cotton has my permission to share information regarding my case with the following person(s):** (Please list first and last name of spouse, children or others that can request or discuss information on your behalf. Do not list the federal agencies in this section.)

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*Briefly explain the problem below. Attach copies of any relevant documents.*

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Failure to complete all items listed above may prevent the IRS from providing specific account information

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Taxpayer & Spouse Signature(s)

Date

*Congressional office use only: I give permission for the case advocates to contact the constituent directly regarding this inquiry.* (Initial here) \_\_\_\_\_

# **IRS Privacy Release Instructions and General Information**

**\*\*The privacy release must be completed for the case to be submitted. If any of the following are missing, we will have to return the release for clarification. \*\***

- Release **MUST** include the following:
  - Social Security number
  - Tax Year(s)
  - Tax Form
  - Brief explanation of issue.
  - Signature
- **Joint Returns:**
  - both spouses need to be listed on the release.
  - **Need both social security numbers and signatures.**

## **FAQ**

- Our office facilitates casework through the Tax Advocate Service Office in Little Rock, AR.
  - Once your constituent advocate has submitted your release to the TAS office they must wait **7-14 days** to receive a response.
  - TAS asks that tax payers work directly with the constituent advocate if working through a congressional office. If you have an individual case open with TAS, it will be closed with a congressional inquiry.
- **Processing Times:**  
**\*\*Processing times may vary depending on form type, processing center, circumstance, etc. These times are not approximate. \*\***
  - 1040—
    - E-file—**21 days**
    - Paper file—**6 weeks**
  - 1040X— up to **16 weeks**
- If the average processing time has passed, Senator Cotton’s office can submit an inquiry on your behalf.
- Most adjustments take about **2 weeks** to be made.
  - These adjustments are typically made on the Monday and Friday of every week.
- You can get refund information from “Where’s my Refund” section on IRS.gov.

### **Helpful Resources:**

- Filing
  - <https://www.irs.gov/filing>
- Payments
  - <https://www.irs.gov/payments>
- Refunds
  - <https://www.irs.gov/refunds>
- Forms and Instructions
  - <https://www.irs.gov/forms-instructions>

**\*You must sign the release. Typed signatures will not be accepted.**

\*Return only first page

\*Keep this page for your records

\*Revised 12/13/21